



COUNTY OF LOS ANGELES

Public Health

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June 13, 2011

TO: Each Supervisor

FROM:  Jonathan E. Fielding, M.D., M.P.H.
Director and Health Officer

SUBJECT: **REQUEST TO AMEND EXISTING INFORMATION TECHNOLOGY SUPPORT SERVICES MASTER AGREEMENT (ITSSMA) WORK ORDER.**

This is to advise you of my intent to request the Internal Services Department (ISD) to amend ITSSMA Work Order 04-2213, with Totalis Consulting Group, Inc., to increase the maximum amount by \$125,750 from \$542,500 to \$668,250.

The Department of Public Health (DPH) continues to require the services of the contractor for application development work underway. DPH has negotiated a rate reduction of approximately 15%, to be effective upon the execution of a one-year work order extension. The amendment to Work Order 04-2213 with Totalis Consulting Group, Inc., will reduce the contractor's rate from \$105 to \$90 per hour and will extend the work order through June 30, 2012. DPH intends to request that ISD amend this Work Order and increase the maximum obligation for this Work Order by \$125,750 to fund the additional work at the reduced rate. This will be the final extension to this work order.

DPH has a number of prevention, control, and response programs designed to carry out various portions of its mission. These programs are highly specialized and have a number of data collection and reporting needs.

There are a number of application development projects within Public Health Information Systems (PHIS) which require the expertise of a Principal .NET Software Engineer (PSE) to address the technical design of these software applications. The PSE ensures that the software designs meet PHIS development standards and architecture. The PSE acts-as-a-project leader, performs code reviews, and ensures that quality standards are followed. The PSE supports software development activities associated with legacy systems and new custom software projects including the Public Health Directory and Health Alert Network. The PSE facilitates the transition of application support to DPH staff through training, mentoring, and knowledge transfer. PHIS does not have staff with the required technical skills or knowledge to perform these tasks; therefore we need to obtain these services from an outside consultant.

The scope of work for this work order is directed at software programming and the delivery of the following services to support these development efforts:

- Working under the supervision and direction of the DPH Director of Application Development or his designee, acting as technology consultant.
- Performing all roles of an IT software architect, designer, project lead programmer, and when necessary, developer.
- Helping to establish software architecture, software design, coding, database development, and software security standards.
- Developing new software architecture, software designs, code reviews of .NET and ASP.NET applications, and SQL Server database configurations.
- Attending development meetings to obtain a better understanding of customer needs or application enhancement coding changes, where required.
- Consulting with Public Health Information Systems (PHIS) operations regarding infrastructure, configuration and deployment requirements.
- Working with PHIS Support Services and Infrastructure and Operations groups to resolve user issues dealing with PHIS .NET and legacy applications, and establishing support criteria for PHIS applications.
- Providing consultation to development staff on architecture, standards, and development issues and problems.
- Working with other PHIS technical staff members on knowledge transfer.

JUSTIFICATION

The amendment of the referenced Work Order is needed for DPH to continue to obtain highly-skilled technical application development work for projects critical to the Department's operations.

DPH relies on this consultant who has highly specialized experience to supplement existing County staff and ensure that software applications are designed and developed in compliance with Departmental standards. This consultant has developed intimate knowledge of our existing environment, applications, and processes, which is critical for the efficient development of applications. The continued use of this particular consultant will eliminate the significant learning curve required to train different consultants to perform these same services. If the Department were not able to obtain the specialized services and skills of this consultant, the Department's ability to support existing software applications and complete development of various software applications would be compromised.

As noted above, the contractor's hourly rate for this time and material Work Order will be reduced by approximately 15% from \$105 to \$90 through the extended term of the Work Order. Sufficient funds for this Work Order are available in the Department's budget.

This work order will not be extended beyond June 30, 2012. DPH has requested in its FY11-12 budget to replace this contractor item with a full-time permanent position, with the cost fully offset by a reduction in expenditures for the contractor. The new full-time permanent position and other County personnel will perform the tasks currently being performed by this contractor. PHIS is requesting that ISD terminate this work order at the completion of this final extension.

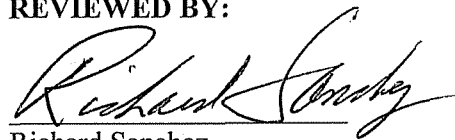
Consistent with ITSSMA policies and procedures, we are informing your Board of our intention to amend the term of Work Order and increase the maximum dollar amount. If no objection is received from your Board in Ten (10) business days upon receipt of this board notification, we will request ISD to proceed with the amendment of this Work Order.

If you have any questions or require additional information, please let me know.

JG:dc

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors
Chief Information Officer
Director, Internal Services Department

REVIEWED BY:



Richard Sanchez
Chief Information Officer



Date